



EMPLOYMENT OPPORTUNITY

Public Works Specialist

Recruitment Number: 05-202

Salary: \$3,255.46 - \$3,957.02 / Monthly
Filing Deadline: 5 PM, FRIDAY, JULY 22, 2005

[SUPPLEMENTAL APPLICATION REQUIRED \(Click Here to Download\)](#)

POSITION SUMMARY

Performs a wide variety of routine administrative and technical support within the Public Works Operations Department; monitors, verifies, reports and compiles information on various departmental activities; and performs related work as assigned. There are currently two openings: one in Wastewater, and one in Dispatch. The hours of work are 7:00 a.m. – 3:30 p.m.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: performing routine assignments in the compilation, verification and review of data collection via various software applications; gathering and analyzing data for evaluation; verifying and monitoring data input by field personnel from the Work Management System (WMA/GBA Master Series); creating service requests; operating a two-way radio; preparing training manuals and conducting training; providing technical assistance to field staff on data input; inputting and researching data or reading blueprints and plans to create or maintain Geographic Information System (GIS) layers; providing and preparing information, staff reports and correspondence; generating reports from various databases; assisting in tracking and processing reimbursements; responding to requests for documentation; explaining and interpreting policies and procedures to customers; assisting staff in performing and conducting studies, special projects, and administrative and technical functions; preparing draft reports and technical documents; establishing and maintaining filing and reporting systems using a computer; providing information; assisting in compiling and developing information for special studies and reports; assisting with various special projects, including coordination, research and development of related systems; responding to questions or complaints from the public; building and maintaining positive working relationships with co-workers, other City employees and the public using principles of good customer services; and performing other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of education, experience and training equivalent to completion of twelfth grade supplemented by college coursework in business, public administration, or a related field and two years' responsible administrative clerical or technical experience. Bilingual (English/Spanish) skills are highly desirable for the Dispatch position.

License: A California Class C driver's license is required at the time of appointment.

Knowledge, Skills and Abilities: Knowledge of: basic principles and practices of data collection and reporting procedures; research methods/techniques; computer software, including word processing, database, spreadsheet and accounting applications; English usage, spelling, punctuation and grammar; arithmetic, basic mathematical calculations, statistics and statistical methods; and modern office procedures, methods and computer equipment. Ability to: on a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; explain systems and procedures to others; collect, compile, analyze and present data in a meaningful way; develop and implement data collection and reporting systems; understand and interpret routine policies, procedures and regulations; analyze situations quickly and objectively to determine proper course of action; use a computer and office equipment and type at a speed necessary for successful job performance; use initiative and sound independent judgment; communicate clearly and concisely, orally, in writing, and via a two-way radio; establish and maintain effective working relationships; and work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach; perform simple grasping and fine manipulation; use a telephone and two-way radio; use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on a computer screen; and lift light weight.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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